

This document provides instructions for Macintosh users to establish a connection to their Home Folder on the data server, and to create aliases (shortcuts) on the desktop.

Connect to Home Folder

To create a link to your Home folder when you start up your machine, follow the steps below.

1. On the Finder Menu bar, from the **Go** menu, select **Connect to Server**.

Alternatively, if the Finder Menu is displayed, press **⌘+K**

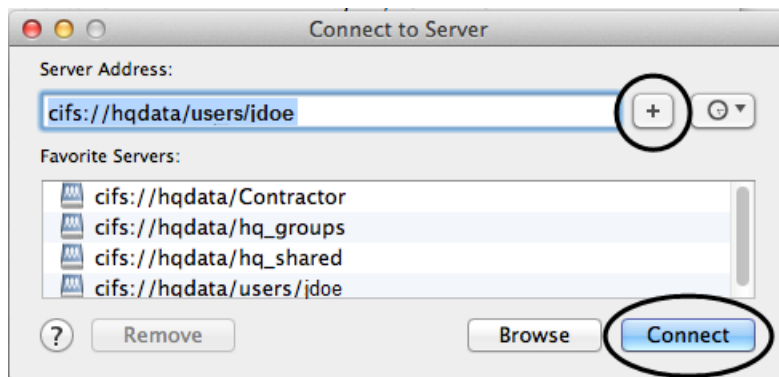
2. To connect to your home folder, use one of the following methods:

- Select from a favorite in the **Connect to Server** window.
- In the **Connect to Server** window, **Server Address:** field, enter the following:

```
cifs://hqdata/users/<UserID>
```

Replace **<UserID>** with your AUID.

3. To add this server address to your **Favorite Servers**, click the plus sign button **+**
4. Click **Connect**. The folder opens on your desktop.

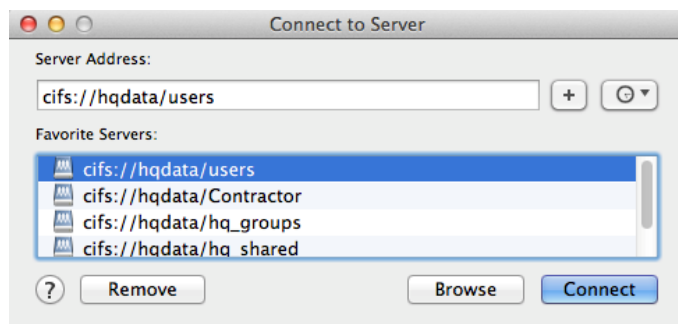


Create Aliases (Shortcuts) on Desktop


To create a shortcut icon on your desktop for a folder, you must create an alias (shortcut). The steps below include the example of an employee, John Doe, who would like to create an alias (shortcut) to his home folder (jdoe) located on the users server.

1. In the **Server Address:** field, enter the name of the server/directory that contains your folder | Click the plus sign button **+**

In the example at right, employee John Doe entered the following: `cifs://hqdata/users`



Create Aliases (Shortcuts) – Macintosh OS X

2. In the **Favorite Servers:** window, select the server you just added | Click **Connect**.
3. When the **users** window appears, locate your folder and click once to highlight it.
4. Press and hold **Option + Command** and drag the folder to either your desktop or dock. 

When you drag the folder, you should see a small curved arrow, indicating you are creating the shortcut/alias. If you do not see this arrow, you may be copying the folder, and not creating the alias (shortcut).

For assistance, contact the Enterprise Service Desk (ESD): Submit a ticket online at esd.nasa.gov, or call 358-HELP (4357) or 1-866-4NASAHQ (462-7247).

This document is posted on the ITCD Web site at:

Create Aliases (Shortcuts) – Macintosh OS X

<http://itcd.hq.nasa.gov/instructions.html>